

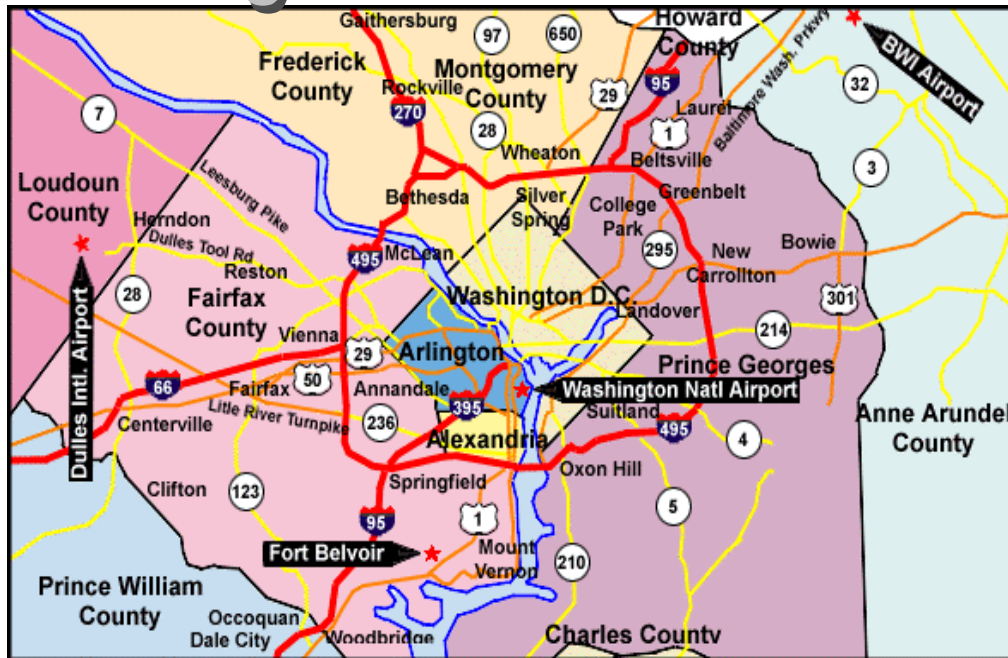


# **ARMY MANAGEMENT STAFF COLLEGE**

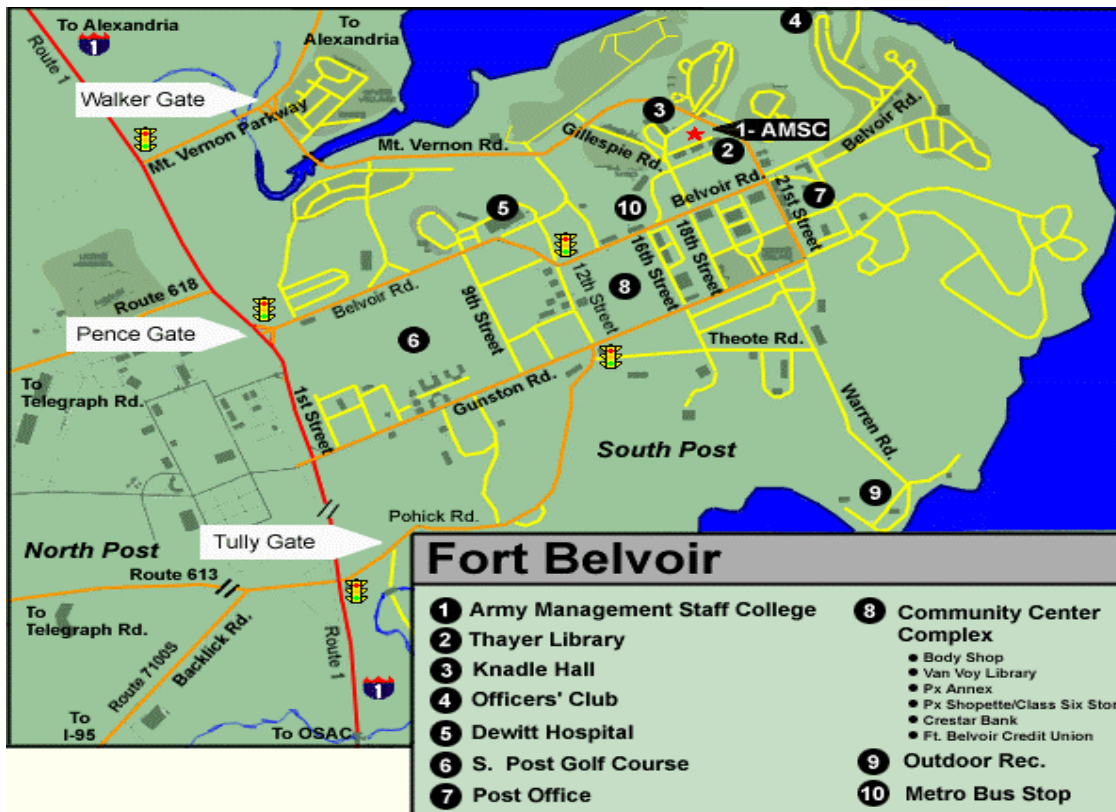
## **REGISTRATION INFORMATION**

2000

# Washington D.C. Area Map



# Fort Belvoir Installation Map



# DIRECTIONS TO FORT BELVOIR

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## Where is Fort Belvoir?

20 miles south of Washington, DC  
87 miles north of Richmond, VA

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## If I drive



**Directions from the North:** Take I95 South to the Fort Belvoir/Newington exit, #166A. Bear to the left and continue going straight on 7100S (Fairfax County Parkway). Proceed for approximately 3 miles. Turn left onto Route 1 (Richmond Highway). Drive 1 mile and turn right at Pence Gate onto Fort Belvoir. Continue on Belvoir Road for 1.7 miles to 21<sup>st</sup> Street. Turn left and go 3 blocks (.3 mile) passing the College on your left. Turn left onto Gaillard and go .4 mile to Knadle Hall on your right.

**Directions from the South:** Take I95 North, cross over the Purple Heart Bridge after passing Woodbridge. Take the Fort Belvoir/Mount Vernon exit #161 (Route 1 North). Proceed for 6.4 miles, and then turn right onto Fort Belvoir at Pence Gate. Continue on Belvoir Road for 1.7 miles to 21<sup>st</sup> Street, turn left and go 3 blocks (.3 mile), passing the College on your left. Turn left onto Gaillard and go .4 mile to Knadle Hall on your right.

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## Shuttle Services between National Airport and Fort Belvoir

Please see flyers in this mailing  
DAFRE Van Shuttle Service  
Phone 703-680-0987

Super Shuttle  
Phone 703-416-7873  
Washington Flyer Airport Express Bus Service  
Phone 1-888-WASH FLY

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## Location, Schedule, Cost

See flyer or call transportation service

# BILLETING INFORMATION FOR KNADLE HALL \*

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## Accommodations

Similar to efficiency apartments

Non-smoking and handicap accessible rooms available

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## Each room is equipped with

Private bathroom, double bed, ceiling fan, digital clock radio, plenty of drawer space, lamps, two closets, desk, table with one chair, recliner, TV and VCP(video cassette player) with remote control, iron, ironing board, toaster, microwave, two burner stove, sink, small refrigerator, dishes and silverware (place settings for two). Kitchen utensils include: can opener, 4-cup coffeepot, pots/pans and microwave cookware

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## Recommended items to bring

Hangers, and a surge protector if you bring your own computer

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## Telephones



Direct commercial and CONUS DSN service is available in each room. Dial Pentagon operator (695-0441) for OCONUS DSN service. The same service is available at Humphreys Hall.

The long distance carrier is AT&T. Voice mail is available on the phones. Local (805/806) and DSN (655/656) on post extensions and 1-800 numbers are free of charge. Credit card calls will be billed directly to credit card account. Calls billed to the room have a \$1.00 surcharge per call. **\*\$ .25 charge per call for off post local calls.**

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## Cable TV

You have the option of purchasing premium channels, which provides remote control – billeting guest must call Jones/Comcast Cable Communications 703-730-2225. One month service minimum

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*\*Students residing in other locations will be notified*

## BILLETING INFORMATION FOR KNADLE HALL, continued

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### Services provided and/or available

Housekeeping provided daily, linens changed twice weekly, coffee/tea are replaced daily, ice machines, limited outside bicycle storage, conference room, recreation room/pool table, TV, VCR, Tips Information System, jogging vests are provided in room closet.

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### Washers/Dryers

Machine use is free  
Detergent vending machine available

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### Cost

\$46 per day

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### Payment



Must be paid in full or monthly by check, government credit card, Visa, MasterCard, cash or travelers checks.

A late charge of \$15.00 is added if service charges are not paid by the first of the month.

Express payment/checkout service is available.

---

### Guests

Maximum of two guests per room  
Children allowed only Fri & Sat nights or the night before a federal holiday.  
\$5.00 for an extra person  
\$3.00 for a second guest  
Cot or crib available free of charge

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### Valuables



Safes are available in each room  
Long-term storage lockers are available on post  
You must provide your own lock

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### Prohibited

The following items are prohibited:

- Personal telephone instruments or answering machines
  - Pets
  - Firearms
  - Children during the work week or on nights before work days
-

# A Room at Knadle Hall





# WHAT TO WEAR AT AMSC

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## I.D. Badge

Dress professionally for badge picture

Military wear Class A or B uniform for photos

Wear during all periods of instruction and for class events

It is required to obtain lunch and dinner on school days

*SBLM requires a Photo Badge*

---

## SBLM

- Guest Speaker Presentations

**Men:** Jacket and tie

**Women:** Suit or dress

**Military:** Class A uniform

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- Regular Class Days



- Team Leader Development Course

**Men:** Business Casual - Slacks/sport shirt  
Tie not required, *no jeans/sweatshirts/shorts*

**Women:** Business Casual - Skirt/slacks/blouse  
*No jeans/sweatshirts/shorts*

**Military:** Class B uniform or BDUs  
(Wear civilian attire for social functions).

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**Civilians:** Durable pants or jeans, sweat shirts or comparable attire; rugged.

**Military:** BDUs

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# RESOURCE MANAGEMENT OFFICE

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## Point of contact



Resource Management Officer  
Building 270, Room 205  
COMM: 703-805-4761  
DSN: 655-4761  
FAX: 703-805-4803 or DSN 655-4803

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## Travel orders

Travel orders for DA centrally funded SBLM students will be prepared by AMSC and mailed to you approximately 2-3 weeks before class begins. All other SBLM students will prepare their orders at their home station; a partially completed travel order will be sent approximately 2-3 weeks before class begins.

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DFAS policy prohibits travel advances.  
Government charge cards should be utilized.

## Travel advances/Travel vouchers



Travel vouchers for DA centrally funded students SBLM will be filed through our Resource Management Office. Specific instructions applicable to each class will be provided after your arrival at AMSC. You may bring a supply of DD-1351-2 forms with you or use the form on the computers at AMSC. Before arrival at the College, you will receive an Electronic Funds Transfer form to complete and return with your travel voucher. Current DoD policy requires that all travel payments be made via Electronic Funds Transfer (EFT). All students submitting vouchers through AMSC must complete an EFT form.

All other SBLM students, should file travel vouchers in accordance with their home station finance office instructions.

**Note: All travel vouchers must be processed through AMSC to DFAS (SBLM and centrally funded students only).**

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## VEHICLE/TRANSPORTATION INFORMATION

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### Who must register?

Temporary vehicle registration must be completed by every student who has a vehicle on Fort Belvoir for more than two weeks. **EVEN** if you may already have a DoD sticker. Exception: if you are already registered on Fort Belvoir

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### When do I register?

When you inprocess at AMSC

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### Information needed

Valid drivers license, valid car registration, and proof of insurance.

Sample forms are provided in your packet.

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### Parking

Available at Knadle Hall

Do not park behind or next to Humphreys Hall.

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### Vehicle repair and maintenance Service

The Post Garage near the PX mall on South Post will let students use it for service on a space available basis.

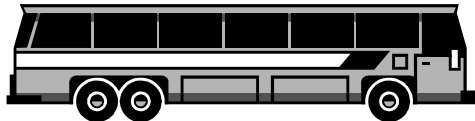
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### Rental cars

The College will not fund rental cars

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### Other transportation



Public Bus

Taxi

A bus takes students to/from the Officers Club for evening meals.

The VOQ van shuttles occupants periodically to and from the PX mall.

Ride share with other students

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# AUTOMATION AT AMSC

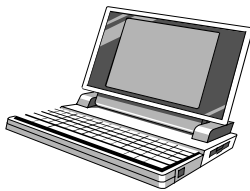
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## Point of Contact

Automation Support Group  
Comm: 703-805-4769/4768  
DSN: 655-4769  
E-mail: [asg@amsc.belvoir.army.mil](mailto:asg@amsc.belvoir.army.mil)

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## Laptop computers



You may bring your own laptop computer at your own expense.

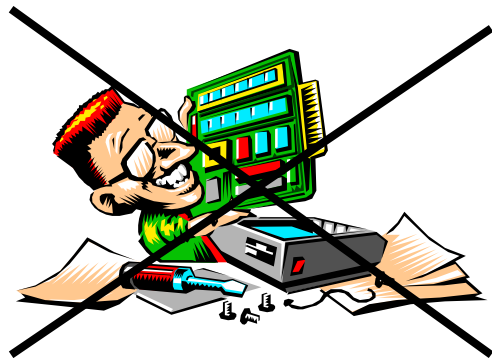
You are responsible for maintenance and supplies.

If you bring a PC, please check with your local DOIM for Internet/E-mail, a TSACS account for support. System must be configured and tested prior to arrival.

Off post telephone/modem communications requires “99” for commercial calls or “94” for DSN before prefix.

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## Software used at AMSC



Operating system - Windows 95/NT

Application Suite - OFFICE 97 MICROSOFT WORD/ACCESS/EXCEL/POWERPOINT. Other application suites could cause conflicts.

**NOTE: We are not authorized to load software on your computer - you are not authorized to load software on AMSC computers.**

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## Printers

There are printers in the computer lab, each seminar room, and the library.

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## Computers available

Pentium PCs with Internet access are in each seminar room(4), the computer lab, and the library.

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# STUDENT SERVICES OFFICE

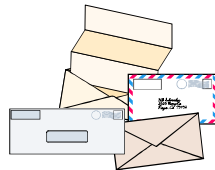
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## Location/Communication

Building 247, Room 3305-5  
Comm: 703-805-4751  
DSN: 655-4751  
FAX: 703-805-4802 or DSN 655-4802  
E-mail: [studentservices@amsc.belvoir.army.mil](mailto:studentservices@amsc.belvoir.army.mil)

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## Mail delivery



ARMY MANAGEMENT STAFF COLLEGE  
5500 21<sup>ST</sup> STREET  
ATTN (Your name, course, and class number)  
FORT BELVOIR VA 22060-5934

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## Mailing Services

Within walking distance.

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## Emergency student messages

Call Student Services at 703-805-4751 or DSN 655-4751. If you reach the answering machine, call the Registrar's Office at 703-805-4756/57 or DSN 655-4756/57.

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## Routine student messages

Call Student Services at 703- 805-4751. The message will be delivered.

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## Notices/information

- Posted in the Student Services area
  - Sent to seminar rooms via e-mail
  - Pertinent information will be distributed through seminar leadership.
  - Electronic message boards are in the lobby of Humphreys Hall.
- 

## Community and Family Activities

A detailed brochure will be in your Welcome Packet. Some links to various Washington metropolitan area sites are located on the AMSC home page at:  
[www.amsc.belvoir.army.mil/studentsrvces.htm](http://www.amsc.belvoir.army.mil/studentsrvces.htm)

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## Office services provided

Copy machine	Telephone (local/dsn)
Transparency maker	Typewriter
Fax machine	Forms

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## Bring or buy

- Faxing Service

Binder, writing paper, stapler, folders, paper clips, etc., and a dictionary.

- All incoming faxes for SBLM students should be sent to 703-805-4802 or DSN 655-4802
- 
-

## DINING AT AMSC

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### Point of contact

René Ballard, Support Services  
Building 270  
COMM: 703-805-4721  
DSN: 655-4721  
FAX: 703-805-4802 or DSN 655-4802  
E-mail: [studentservices@amsc.belvoir.army.mil](mailto:studentservices@amsc.belvoir.army.mil)

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### Breakfast, Holiday meals, and Weekend meals

Students receive per diem

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### Lunch

Catered Mon - Fri in basement of Humphreys Hall,  
building 247, room 0215, beginning on first full day  
of class

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### Dinner



Buffet dinner at the Fort Belvoir Officers' Club  
Mon-Fri, on school days.

Bus service is provided to and from the Officers'  
Club.

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# LIBRARY SERVICES

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## Point of contact



Deborah Withers  
Comm: 703-805-4832  
DSN: 655-4832  
E-mail: [library@amsc.belvoir.army.mil](mailto:library@amsc.belvoir.army.mil)

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## Location

Thayer Hall, Building 270, across the street  
from Humphreys Hall

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## Hours of operation

Mon – Fri: 0800-1700  
Some Sats: Will be announced  
Current hours are posted on the AMSC Website

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## Services

Current Magazines  
Regulations, DA PAMS, FMs, DoD  
Directives, Reserve Components, etc.  
Interlibrary Loans  
Circulating Collection  
Online Databases  
Selected Newspapers  
Patron Computer Station w/printer and internet  
Quiet Reading Stations  
Konica Copier 7060

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## Media Center

VCR & Television Attachment  
Microfilms  
CD ROM  
Videos  
Cassettes

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## CD ROM information



Proquest – A UMI product of ABI/INFORM  
GLOBAL ABI/INFORM RESEARCH/ and  
Periodical Abstract

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## Research aides

- Air University Index to Military Periodicals
  - Defense Technical Information Center (DTIC)
  - Reports and Search Capability
- Browse the Library on AMSC Website at  
<http://www.amsc.belvoir.army.mil/llrc.htm> for more  
library information
-

## FINANCIAL/NOTARY INFORMATION

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### Foreign Currency Exchange

Students traveling to AMSC from overseas locations should attempt to exchange their foreign currency for American dollars at their home station if at all possible. If this is not possible, there are foreign exchange locations (Thomas Cook Currency Services) at both Dulles International and Reagan National Airports. As a last resort, Crestar Bank on post will exchange the foreign currency only if you have an account with their bank. The amount required for establishing an account with Crestar is \$50.00. In addition, you must have the amount you want to exchange already in the account.

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### Banking options

Crestar Bank, Fort Belvoir  
Phone: 703-838-3381

Fort Belvoir Federal Credit Union  
Phone: 703-551-0001/730-1800

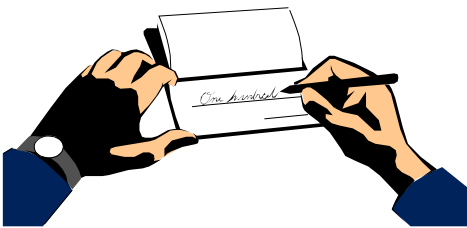
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### ATM

Located on side of Shopette building on South Post, in PX Mall, and at Crestar Bank on North Post.

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### Check cashing locations



Post Exchange - Up to \$300 for personal checks  
Up to \$500 for Government checks

Civilians: ID Card/TDY orders required

Crestar Bank on post - \$5.00 charge, 2 ID's required and a thumbprint taken unless you have an account

Officer's Club-limit is \$100 for any AMSC student, unless you are a member of the Fort Belvoir Officer's Club.

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### Civilian pay

Maintained at the home station

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## FINANCIAL/NOTARY

## INFORMATION

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### Notary services

### **Military, family member and retired**

JAG, Building 257

Phone: 703-805-4018

Cost: no fee

Hours: M-F 0800 –1130 \ 1300 - 1600

**All:** Notary at Crestar Bank on North Post across from PX Mall. You must have an account.

### **All civilians (TDY and permanent party):**

Building: 210

Phone: 805-2394 for appointment

Cost: no fee

**Sponsored by Civilian Welfare Fund**

### **Tax Session During SBLM 00-1 Class**

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Remember taxes are due 15 Apr. **Be Prepared!**

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# HEALTH SERVICES

## What is available on Fort Belvoir?

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### Medical



Family Health Center at Fort Belvoir and Acute Minor Illness Clinic at DeWitt Army Community Hospital

Limited other medical services are available to civilians on TDY

SBLM: See flyer in welcome packet  
**Emergency Room: 703-805-0414**

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### Dental

Limited to true emergencies seen in the DeWitt Emergency Room

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**Civilian access to DeWitt Active Duty Sick Call Clinic and the Acute Minor Illness Clinic requires:**

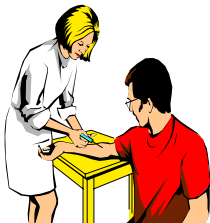
Valid Civilian DA ID card

Copy of TDY orders to AMSC

DD Form 689 (Individual Sick Slip)

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### Injections/ Blood Pressure checks



Amend your orders to authorize allergy injections or blood pressure checks at DeWitt Army Community Hospital

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## What is available off Fort Belvoir?

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### Medical

Mount Vernon Hospital, Alexandria, VA is the closest. Phone: 703-664-7000

Various neighborhood medical clinics are available for routine medical care.

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*Continued on next page*

## HEALTH SERVICES, continued

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### Dental



Northern Virginia Dental Society  
Phone: 703-642-5297

Dental Referral Service  
Phone: 800-917-6453

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### Chronic conditions

Hand carry medical records

Must see private physician for preexisting conditions

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### Prescriptions

Bring prescription medication for the duration of the course

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## INCLEMENT WEATHER

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### What to do in case of inclement weather conditions?



Call the Registrar's Office 703-805-4757/56 for current announcement on the status of the school. Or visit the AMSC Home Page at <http://www.amsc.belvoir.army.mil>. Weather status is posted on the title page.

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# AMSC HEALTH AND FITNESS ACTIVITIES

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## Point of contact

Lisa Rycroft  
Comm: 703-805-4736  
DSN: 655-4736  
E-mail: rycroftl@amsc.belvoir.army.mil

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## Consult your physician first



If you **have not** participated in an exercise program in the past few years

If you have any of the following symptoms:

- chest pains
- frequent dizziness
- joint problems aggravated by activity or any other bothersome symptoms

Discuss extent to which you should or should not participate

**Note:** AMSC is unable to reimburse you for the cost of a physical exam.

---

## Individual physical fitness program

Voluntary, but encouraged

Based on ability to participate

Available at Fort Belvoir:

- AMSC exercise room (basement of Thayer Hall)
- The Body Shop Fitness Center
- Graves Fitness Center
- Wells Field House
- Racquetball courts
- Benyuard indoor pool
- Two outdoor pools

**Note:** Military/ DA civilian ID is required

*Running during the dawn, dusk, and dark hours requires wearing a reflector vest*

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## AMSC HEALTH AND FITNESS ACTIVITIES, continued

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### SBLM

The SBLM curriculum is designed to prepare civilian and military leaders to assume greater leadership roles and responsibilities in the Army's sustaining base. Fundamental in this preparation is the necessity for leaders to understand what constitutes individual and organizational health, and what their responsibilities are in these areas, for themselves and their organizations. Productivity is positively correlated with good health at the individual and organizational level. This curriculum will provide information necessary to assess your personal health and fitness as well as that of your organization, and to design programs for both.

---

### SBLM

#### Health screening tests



The tests are voluntary and conducted during the first half of the resident class. They indicate your health and fitness level and help you learn your risk factors.

The tests include the following:

- Written health risk appraisal
  - Body composition analysis (body fat and muscle)
  - Blood cholesterol and lipid profile
- 

*Military are required to pass; civilians encouraged, but not required to participate*

### SBLM Army Physical Fitness Test (APFT)

The APFT consists of the following:

- 2 mile run
- Maximum number of sit-ups in 2 minutes
- Maximum number of push-ups in 2 minutes

**Note:** See FM 21-20, Physical Fitness Training for details.

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# FOOD PLACES OFF POST

(Subject to Change)

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## Directions

All directions are from Pence Gate (Belvoir Road and Route 1)

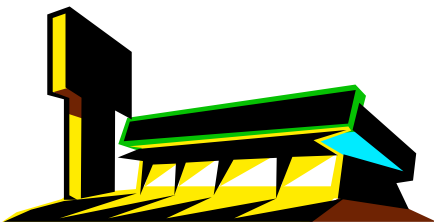
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### Route 1, North



- Roy Rogers
  - Bar J
  - McDonalds
  - Hunan Royale
  - Wendy's
  - Denny's
  - Jerry's Subs and Pizzas
  - Tubby's Chili Parlor
  - Domino's Pizza
  - Taco Grande
  - Gold Mountain Korean Restaurant
  - The Rib Rack
  - Taco Lucas
  - The Magic Skillet
  - Mike's Italian Restaurant
  - Cuco Lindo (Mexican & Salvadorean Cuisine)
  - Shangri-la Chinese Cuisine
  - Johnny Mac's Ribs
  - Chef Huang (Chinese)
  - Taco Bell
  - Papa John's Pizza
  - Hunan East
  - New Seoul Restaurant
  - Jackie Chan Chinese Restaurant
- 

### Route 1, South



- Burger King
  - Bozelli Brothers Deli
  - Polo Bar & Grill
  - McDonalds
  - Midori Korean & Japanese Restaurant
  - Taste of Beijing
  - Domino's Pizza
-



# FOOD PLACES ON POST

(Subject to change)

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## South Post



- Anthony's Pizza at the Home and Garden Center
- Bowling Alley
- Dunkin' Donuts
- Community Club
- Officers' Club
- Hospital Cafeteria
- Bozelli Brothers Deli
- Eagles Espresso Bar

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## Headquarters, Building 269

- Snack Bar

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## North Post

- Food Court at PX
  - Golf Club
  - Dunkin' Donuts
-

## SHOPPING OFF POST

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### Directions

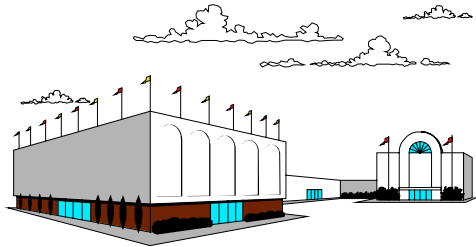
All directions are from Pence Gate (Belvoir Road and Route 1)

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### Route 1, North

- Sacramento and Woodlawn Centers
  - Engleside Plaza
- 

### Route 1, South



- Springfield Mall - Go south .8 mile, turn right at Parkway, cross Telegraph Road. Make a right (Newington Road). Make first left onto Loisdale Road. Springfield Mall will be on your right.
  - Gunston Plaza
  - Potomac Mills Mall - Route 1 south to I-95. Take exit #156 (Dale City) and follow signs
- 

## SHOPPING ON POST

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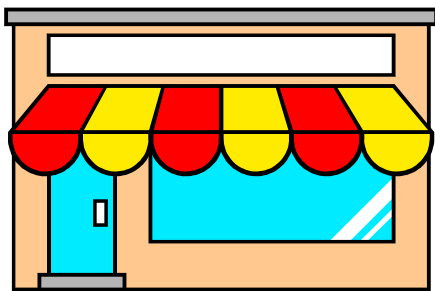
### North Post

Post Exchange Mall

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### South Post

Shopette



Home and Garden Center

QUICK REFERENCE TELEPHONE NUMBERS  
(AREA CODE IS 703 - DSN IS 655)  
ARMY MANAGEMENT STAFF COLLEGE (AMSC)  
POST INFORMATION: 545-6700  
***SUBJECT TO CHANGE***

**EMERGENCY NUMBERS**

*Conversations will be recorded for accuracy of record purposes.*

**ON POST:**    **FIRE**                                **805-1107**  
                  **AMBULANCE**                    **805-1106**  
                  **POLICE**                            **805-1104**  
                  Duty Officer                    806-6347(duty hours)/ 806-3012 (non duty hours)  
                  Desk Sergeant                   806-3104/3105/3106  
                  DeWitt ER                        **805-0414/5062/0518**  
**OFF POST:** All Emergencies dial **911**

AMSC DEAN OF ACADEMICS \_\_\_\_\_ 805-4713, DSN 655-4713

AMSC DIR OF ADMINISTRATION \_\_\_\_\_ 805-4702

AMSC EDUCATIONAL SERVICES OFFICE \_\_\_\_\_ 805-4707

**AMSC INTERNET ACCESS (TO GET UPDATED INFO ON SCHOOL & CLASS)**  
ADDRESS \_\_\_\_\_ **<http://www.amsc.belvoir.army.mil>**

AMSC REGISTRAR'S OFFICE \_\_\_\_\_ 805-4757/4767

AMSC RESOURCE MANAGEMENT OFFICE \_\_\_\_\_ 805-4761

**AMSC STUDENT SERVICES** \_\_\_\_\_ **805-4751**

AMSC COMPUTER SERVICES \_\_\_\_\_ 805-4769

AMSC THAYER LIBRARY \_\_\_\_\_ 805-4832/33

**AMSC FAX (COMMERCIAL)** \_\_\_\_\_ **703-805-4675**

**AMSC FAX (DSN)** \_\_\_\_\_ **655-4675**

AIRLINE TICKETS (OFFICIAL) \_\_\_\_\_ 799-5680  
(LEISURE) \_\_\_\_\_ 799-3400

ARMY CAREER AND ALUMNI PROGRAM \_\_\_\_\_ 806-2991

ARMY COMMUNITY SERVICE \_\_\_\_\_ 805-3436

ARMY EMERGENCY RELIEF \_\_\_\_\_ 805-2277

ARTS & CRAFTS_____	806-4143
AUTO CRAFT SHOP_____	806-4088
BARBER SHOP (NORTH POST)_____	799-4975
(SOUTH POST)_____	NO PHONE
BEAUTY SHOP_____	780-6600
BILLETING (KNADLE HALL)_____	805-2333/2307
BILLETING (RESERVATIONS)_____	1-800-295-9750
BODY SHOP FITNESS CENTER_____	806-3100
BOWLING CENTER_____	805-3068
CHAMPUS_____	805-0644/0166
CHAPEL INFORMATION_____	806-4316/17
CIVILIAN PERSONNEL ADVISORY CENTER_____	805-3114
COMMISSARY_____	806-6371
COMMUNITY CLUB_____	780-0962
CREDIT UNION (FT. BELVOIR)_____	551-0001/730-1800
DEWITT ARMY HOSPITAL_____	805-0510
DRY CLEANERS/SHOE REPAIR_____	780-0088
DUNKIN DONUTS (SOUTH POST)_____	799-3156
(NORTH POST)_____	780-5850
EDUCATION CENTER_____	806-3113/4032
FT. BELVOIR COUNSELING CTR_____	805-5980
GOLF COURSE (NORTH POST)_____	806-6016
(SOUTH POST)_____	806-4043
GRAVES FITNESS CENTER_____	806-5368
LEGAL ASSISTANCE_____	805-4018/2857
LIBRARY (VAN NOY)_____	806-3323

OFFICERS' CLUB_____	780-0930
OUTDOOR RECREATION_____	805-3714
PACKAGE STORE (CLASS VI)_____	780-0954
POST EXCHANGE_____	806-5800
POST LOCATOR (DUTY HOURS)_____	805-2043
(NON DUTY HOURS)_____	805-3101
POST OFFICE_____	781-7734/35
RED CROSS_____	805-2057/2059
RED CROSS (NON DUTY HOURS)_____	202-728-6499
SERVICE STATION (NORTH POST) CLASS VI/SHOPETTE_____	805-5263
SERVICE STATION (SOUTH POST)_____	806-4581
SHOPETTE & VIDEO (SOUTH POST)_____	805-5154
SOSA COMMUNITY CENTER_____	805-3714
SPECKER FIELD HOUSE_____	806-3057
SWIMMING POOL (INDOOR)_____	805-2620
(OUTDOOR)_____	805-2853/5012
TAXI_____	781-7040
VISITOR CENTER _____	805-0020
WELLS FIELD HOUSE_____	806-5093
WOOD THEATER_____	806-5237

Prefixes=**DSN** (Prefixes): 805=**655**    806=**656**    704=**654**    706=**209**    767=**427**

**Both routine and emergency calls to students, during business hours, should be placed to the Student Services Office at the College. Please call (703) 805-4751 or DSN 655-4751. For emergency calls only, if the caller reaches the answering machine, they may call the Registrar's Office at (703) 805-4756/57.**